



Administrative Policies



www.calema.ca.gov

www.caloes.ca.gov/CSTI

Attendance/Substitution/Cancellation Policy

Once accepted into a training course, participants are expected to attend all sessions of each course. Those who do not attend all sessions will not receive course completion certificates and will not be reimbursed.

If an organization must cancel an accepted participant, the organization may request substitution of an equally qualified person. This request must be made in writing at the same time as the cancellation and must be accompanied by a completed CSTI Application Form for the substitute. If a last minute cancellation is necessary, please call the appropriate Registrar or CSTI Administration Office at (805) 549-3535.

Application and Registration Procedures

Please submit a separate application for each enrollee. Applications and online enrollment are available on our website at www.calema.ca.gov/CSTI, or call (805) 549-3535. Photocopied applications are acceptable. Applications can be mailed directly to Camp San Luis Obispo, CalEMA/CSTI, 10 Sonoma Ave, Bldg 904, San Luis Obispo, CA 93405 or faxed to (805) 544-7103. All applications must be approved and signed by immediate supervisor or Training Officer prior to being accepted. Course information packets will be mailed prior to class start date. CSTI reserves the right to determine final eligibility for attendance. CalEMA/CSTI does not discriminate on the basis of race, gender, sexual orientation, religion, age, disability, or national or ethnic origin. Please contact the Course Registrar for registration questions.

Transportation and Lodging

Students arriving by commercial air, bus, or train are advised to rent cars since bus transportation to and from CSTI is infrequent. Taxis and courtesy buses to local hotels are available. CSTI blocks rooms at local hotels for many of our classes; information on specific hotels will be included in registration materials. Hotel reservations and payments are the participants' responsibility.

CSTI is roughly 10 miles from all hotel accommodations. Each participant is responsible for his/her own transportation arrangements and cost. Car rental agencies with offices at the airport include Hertz (805) 781-3383, Avis (805) 544-0630, Enterprise (805) 595-5455, and Budget (805) 541-2722.

Refund Policy

Tuition is fully refundable for enrollments cancelled at 30 days or more before the course start date. For enrollments cancelled within 15-29 days of the course start date, 50% of the tuition fee will be retained. Failure to cancel enrollment(s) or enrollments cancelled 0-14 days before the course start date, the full tuition amount will be retained.



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Tuition Policy

Tuition payment is due no later than four weeks prior to the start of a course or upon registration and acceptance into the course. Late registration will be considered on a case-by-case basis, depending on space availability. CSTI accepts checks, money orders and credit cards (VISA, Master Card and American Express). Purchase orders will not be accepted. Make checks payable to: California Governor's Office of Emergency Services For your identity safety please do not email credit card information, call (805) 549-3599. Clearly identify student name and class for which payment is being made. When changing enrollment date from one fiscal year (July) to another, tuition rate is subject to change. For further information, please contact CSTI Administration Office at (805) 549-3535.

Tuition payments can be mailed to:

Camp San Luis Obispo
Cal OES/CSTI
10 Sonoma Ave, Bldg. 904
San Luis Obispo, CA 93405

Grants Policy

The California Specialized Training Institute provides training grants for all disciplines and levels within the California emergency responder community. Courses that are funded by the Emergency Management Performance Grant (EMPG), provides tuition-free training for CA State/Local First Responders. Most non-profit agencies that are affiliated with the California Mutual-Aid Response System are also eligible. Federal employees are welcome to attend EMPG-funded courses for free, in limited numbers, if space is available. You will be placed on stand-by and will be notified two weeks prior to class start date of availability. Members of private industry are generally required to pay the cost-recovery tuition rate unless documentation that verifies you are sponsored by a CA Emergency Management Agency is provided.

CSTI courses may be eligible for the use of Homeland Security Grant Programs SHSP, UASI and LETPP. Homeland Security Grant funds may cover the cost of Travel, Lodging and Per Diem. Contact your agency training officer or grant coordinator for eligibility information.

CSTI training classes are in compliance with Federal Environmental and Historic Preservation (EHP) requirements. EHP approval allows grantees to use grant funding to attend CSTI training. This process is for programs administered by the Grant Programs Directorate (GPD) at the Federal Emergency Management Agency (FEMA). All projects funded with Federal grant dollars must comply with EHP laws.



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Upon registration and acceptance into the course, you are expected to attend all sessions. Those who do not attend all sessions will not receive course completion certificates. Failure to cancel will result in your ineligibility to receive any additional grants to attend CSTI training for a period of 12 months. Please contact the appropriate Registrar or CSTI Administration Office at (805) 549-3535 to cancel.

Student Attire Requirements

We recommend casual civilian attire. No shorts and/or tank tops. Also, please bring a jacket or sweater to wear in the classroom.

Emergency Telephone Service

During your attendance at the course, your agency or family may contact you through CSTI's main line at (805) 549-3535. Students will be contacted during class sessions for emergency calls only. After class, students may be contacted through the hotel that they are staying at.

Miscellaneous

1. CSTI adheres to a Non-Attribution Policy, which allows participants to speak freely in a closed class session. Therefore, recording devices are not permitted.
2. If you have special physical needs, which should be considered when making seating or room assignments, please notify CSTI in advance of the course.
3. Camp San Luis Obispo is a California National Guard facility and is subject to Department of Defense security requirements, including random vehicle searches inbound and outbound. You must bring a photo ID (preferably a current driver's license), current vehicle registration and current proof of vehicle insurance to gain access into Camp San Luis Obispo. (If you have recently renewed your license, registration or insurance, please bring your receipt; it will greatly expedite your entrance to the Camp.) Please fill out the attached "parking permit" and have it ready before coming to the base. Link to form online: <http://www.calguard.ca.gov/CSLO>, go to forms.
4. If you are riding a motorcycle on base, please call the registrar for the Camp San Luis Obispo's motorcycle policy and regulations.

Camp San Luis Obispo Gate Procedures

Camp San Luis Obispo is a California National Guard facility and is subject to Department of Defense security requirements, including random vehicle searches inbound and outbound. You must bring a photo ID (preferably a current driver's license), current vehicle registration and current proof of vehicle insurance to gain access into Camp San Luis Obispo. (If you have recently renewed your license, registration or insurance, please bring your receipt; it will greatly expedite your entrance to the Camp.) Please fill out the attached "parking permit" and have it ready before coming to the base. Link to form online: <http://www.calguard.ca.gov/CSLO>, go to forms.